

## PORT OF ORCAS - AIRPORT MANAGER

The Port of Orcas is seeking an Airport Manager to live and work on beautiful Orcas Island, the Gem of the San Juan's in Northwest Washington. The Port is completing a Master Plan in early 2019 that will re-designate the Airport Reference Code (ARC) from B-I-Small to B-II with significant future projects required to achieve compliance. As an island airport, the airport is an essential public facility important to the community of 5,000 and has traditionally competed well for Airport Improvement Program (AIP) funding.

The Airport Manager is the Chief Executive for the Port of Orcas and is responsible for all aspects of planning, operation and maintenance of the Orcas Island Airport (KORS). The Airport is a Commercial Services and General Aviation Airport served by several 14 CFR Part 135, On-Demand and Scheduled Commercial Operators. Since its inception in 1958, the Port has exclusively operated the airport, but seeks opportunities to expand into marine or commercial real estate operations to support economic development. The Manager currently supervises one employee and acquires additional services and maintenance through on-going and project-specific contracts. As such, the Manager is routinely and intimately involved in day-to-day activities to operate and maintain the airport.

Reporting directly to the Port Commission and supervised by the Chairperson, the Manager is given significant authority, commensurate with experience and qualifications, to direct most decisions related to airport operations including daily, normal maintenance and operation of the airport, following written policies where applicable, and keeping the commission informed as requested. Direction from the commission varies from specific instructions to general direction, depending on the activity.

This is a full-time, exempt, salaried position based on a nominal, 36 to 40 hour work week, four to five weekdays per week. As an attended airport, working hours should generally mirror normal business hours. Variations to this schedule may be necessary due to seasonal surges or other activities requiring the on-site presence of the manager or travel to attend training or conferences. When available locally, the Manager is expected to respond to emergencies and other urgent airport matters after regular hours.

The Airport Manager's Salary is \$55,000-80,000 annually commensurate with qualifications and experience. Applicants are asked to submit resume, a cover letter and 3-5 professional references with contact information to Port of Orcas, PO Box 53, Eastsound, WA 98245 or [orcasairpor@rockisland.com](mailto:orcasairpor@rockisland.com) no later than January 31st, 2019. Additional information regarding the position is available at [www.portoforcas.com](http://www.portoforcas.com).